

**LIBRARY TECHNICIAN  
(ACQUISITIONS - SERIALS)  
814**

**DEPARTMENT:** Library

**NATURE OF WORK:**

Under the supervision of the Acquisitions Administrator, the Library Technician (Acquisitions – Serials) performs a variety of clerical and administrative tasks to support technical services activities. Duties include ordering, receiving, processing, and routing periodicals; claiming missing or damaged periodicals; receiving library materials online; and placing orders for library materials as needed. Participates in the analysis and planning of technical service operations within the Support Services department.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Accepts deliveries and verifies correct destination.

Unpacks delivered items as needed, examining them for damage.

Receives library materials on computer as needed, verifying packing list and item prices, and correcting online order records. Creates orders upon receipt when necessary.

Orders and receives periodicals, verifying invoices. Claims and updates periodical records, maintains a periodical list, and routes library journals. Creates and edits copy records and pub patterns on the computer.

Assists with ordering library materials as needed, verifying author, title, and ISBN for each order using online vendor sources. Keys orders into the acquisitions system.

Traces missing and incorrect orders as needed, contacting vendors, and making arrangement for credits and returns.

Works with cataloging staff to make sure order fields match cataloging records, correcting order information as needed.

Enters donor purchases in donor database and types bookplates for donated materials.

May participate in library-wide committees or projects.

Performs other tasks as assigned.

**JOB LOCATION AND EQUIPMENT OPERATED:**

The job is located in the James City County library. Work occurs typically sitting in an office, with occasional walking, medium lifting, and other limited physical activities. Frequent sustained use of video display terminals is required. Requires handling of boxes and other library materials, including unpacking boxes, and transferring materials to carts, and/or shelves. Regular contact is made with employees, vendors, and the general public. Computer, typewriter, copier, fax and other office equipment as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Accurate and efficient typing, filing, and other clerical skills, including basic knowledge of personal computer, copier, and fax operations.

Ability to organize work, set priorities, use time effectively, and work independently.

Ability to learn searching, minor editing, and e-mail skills on the library's automated system.

Ability to communicate well with supervisor, staff, and the general public.

Ability to analyze and to creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

An understanding of basic library operations preferred.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent. Two years college and/or public library experience or equivalent preferred.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires the ability to travel among various library sites.